



The Firearm Licensing Authority, a statutory body with reporting relationship to the Ministry of National Security, hereby invites applications from suitably qualified individuals to fill the following position:

ADMINISTRATIVE ASSISTANT (BAND 5 – KINGSTON)

Salary: \$2,190,302.00 per annum

Job Purpose:

To provide technical and administrative support duties to strengthen the effective and efficient functioning of the Compliance and Enforcement Department.

Key Outputs:

- Inventory managed and records updated.
- Preliminary research conducted.
- Minutes, letters and memoranda prepared.
- Monthly, Quarterly, Annual Reports drafted
- Goods and services procured
- Records maintained
- Contribution to Annual Reports provided
- Meetings, trainings and consultations coordinated

Key Responsibility Areas

Management/Administrative Responsibilities

- Assists in the preparation of the Division Strategic and Operational Plans, Procurement Plans and Cash Flows.
- Assists with the preparation of the Budget for the Department and related budgetary programmes.
- Manages the procurement activities for the Department
- Assist with the coordination of meetings and functions relating to the internal operations of the Department.

Technical/Professional Responsibilities

- Assists in organizing and coordinating, workshops, seminars, training sessions, exhibitions, forums conducted by the Branch.
- Conducts research to assist with the preparation of reports, data presentations and other documents.

- Schedule and arrange meetings, training sessions, visits etc., coordinates documents or activities that may be needed before meetings.
- Answer queries and prepares responses to requests from stakeholders.
- Maintain confidential records and files.
- Maintain adequate levels of stationery and supplies for the department.
- Update and maintains registers of attendance and leave for the department for further submission to the Human Resource Management & Development.
- Request items for discussions from the relevant persons and prepares agenda for the monthly staff meetings; assists with the arrangement for other meetings as directed.
- Process incoming and outgoing correspondence.
- Compose meetings notes from sessions held by the department.
- Receive telephone calls and visitors, make appointments and confirm meetings.
- Respond to emails and other digital queries and correspondence.
- Monitor all inquiries directed to the office and provide where possible necessary advice or information required by clients.
- Maintain schedule of all appointments and official engagements of the Director and issue reminders to ensure fulfillment.
- Prepare presentation for Director meeting based on information provided.

Performance Standards:

- Filing system developed in keeping with Authority's established guidelines for records management
- Office supplies requisitioned within agreed timeframe
- Meetings, training sessions coordinated according to agreed standards and timeframes
- Research conducted is based on established research standards and guidelines and submitted within agreed timeframe
- Travel arrangements finalised within agreed timelines
- Notes produced in accordance with format stipulated and produced within deadline stipulated

Required Competencies:

Technical Competencies

- Working knowledge of the GOJ Procurement policies and guidelines
- Use of relevant computer applications and office productivity tools
- Knowledge of research methodologies
- Demonstrated levels of customer service skills

Core Competences

- High level of integrity
- Meticulous and pays keen attention to details
- Excellent interpersonal skills
- Sound communication skills (written and oral)

- Teamwork and cooperation
- Ability to work well under pressure and navigate multiple deadlines
- Use of initiative and understanding
- Good time management and organizational skills

Minimum Required Education and Experience

- Associate degree in Public Administration, Business Administration or related discipline
 - One (1) year working experience in a similar capacity
- OR**
- Diploma in Business Administration or related discipline
 - Two (2) years working experience in a similar capacity
- PLUS**
- Five (5) CSEC subjects including English and Mathematics

Applications accompanied by resumes should be submitted

E-mail: hrd@fla.gov.jm

or

**The Manager,
Human Resource Management & Development
Firearm Licensing Authority
91A Old Hope Road, Kingston 6**

**ALL APPLICANTS WILL BE REQUIRED TO PASS A SECURITY BACKGROUND CHECK.
PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**